

MOTION

September 21, 2004

Motion made, seconded and carried that Belinda Scott be confirmed as Paralegal, effective September 28, 2004 at a salary of \$37,000.00 per annum, plus any additional benefits of the position.

APPROVED this _____ day of September 2004.


CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Lisa A. Elizondo
City Attorney

BELINDA SCOTT

Objective:

An opportunity to assist in the preparation and maintaining of legal documents in litigation and provide extensive paralegal support to counsel in the practice of law.

Education:

El Paso Community College - El Paso, Texas, Associate of Applied Science-Legal Assistant Studies, 1991.

Related Legal Subjects - Civil Trial, Research and Writing, Bankruptcy, Corporate, Real Estate, Probate, Business and Criminal Law.

North Texas State University, Denton, Texas - Undergraduate studies, 1977-1978.

Work Experience:

Legal Assistant - *Kemp Smith, LLP formerly known as Kemp Smith, P.C.*, El Paso, Texas, August, 1994 to present. Entered as Labor Legal Assistant and transferred into Litigation Department in July, 1995. Worked and maintain cases in the areas of insurance defense, railroad litigation, employment and commercial litigation, medical malpractice and some asbestos litigation and collection work. Duties included producing and maintaining documents in production for discovery, drafting legal documents such as Plaintiff's Original Petitions, Original Answers, Notices of Deposition, Affidavits, Motions and Orders, Motions to Dismiss, Citations, Subpoenas. Prepared Responses to Interrogatories, Requests for Production, Admissions and Disclosures and supplementary discovery. Prepared pretrial documents: Witness and Exhibit lists, Jury Instructions and Motion in Limine. Preparation of privilege logs. Maintained attorney calendars and trial dockets. Prepared audit letters for clients, draft budgets, case analysis, status reports and pretrial reports. Interviewing clients and photographing accidents scenes. Scheduling hearings, depositions, mediation and appointments with clients. Prepared cases for trial, deposition, arbitration and mediation. Corporate and basic legal research.

Staff Assistant - *Kemp Smith, LLP formerly known as Kemp Smith, P.C.*, El Paso, Texas, June, 1992 to August, 1994. Entered as staff assistant to seven attorneys in the trial department. Duties included summarizing depositions, court house filings, document and file management and courier for the department. Promoted to Legal Assistant August, 1994.

Word Processor - *Kemp Smith, LLP formerly known as Kemp Smith, P.C.*, El Paso, Texas, March, 1989 to June, 1992. Entered as a word processing operator and was promoted to staff assistant in June, 1992. Duties included editing all types of legal documents for all departments in the firm. Used telecommunications. Used data base for trial docket information. Handled application support for users on network software (WordPerfect 5.1).

Summary of Qualifications:

Certified by the National Association of Legal Assistants since May, 1993. Volunteer mediator for El Paso Dispute Resolution Center from 1994 through 2003. Computer experience: Powerpoint, Microsoft Word, Excel, Word Perfect, Internet Research and Westlaw. Office equipment: Various xerox machines, switchboard, 10-key touch, fax machines, dictaphone, transcription, postage, etc. Commissioned by Texas State Notary Public: expires February 4, 2006.

References Upon Request